



New Jersey Motor Vehicle Commission

P.O. Box 160
Trenton, New Jersey 08666-0160

STATE OF NEW JERSEY

Diane Legreide
Chief Administrator

BUS APPLICATION UNIT INFORMATION FLYER AND DECLARATION

To obtain a Commercial Driver License (CDL) with a passenger endorsement (to transport passengers), an applicant must be fingerprinted as part of the background records check. Even if a passenger endorsement is issued, the New Jersey Motor Vehicle Commission (MVC) reserves the right to deny the application upon review of your driver record, criminal background check or disqualifying medical/physical condition. Please refer to CDL Manual – 2001 Edition for causes for disqualification or suspension of passenger endorsement privileges.

FINGERPRINT PROCESS

On May 1, 2002, New Jersey contracted with Sagem Morpho for its fingerprinting process. To schedule a fingerprint appointment, contact Sagem Morpho toll-free at 1-877-503-5981, Monday through Saturday from 9:00am to 5:00pm. Prior to being fingerprinted, an applicant must provide current **photo identification**. Acceptable forms of **photo identification** include federal, state or municipal ID, driver license, or passport. Applicants can pay the fee by credit card, check or money order. *Cash will not be accepted.*

FOLLOW THE PROCEDURE THAT APPLIES TO YOU

1. School bus operators under the jurisdiction of the Department of Education (as of July 1, 2002): When an appointment is made, the employer should provide each individual requiring fingerprinting with a form containing specific identifying information that is required by Sagem Morpho. The Sagem Morpho operator will ask the applicant for specific employment information as well as personal information. Once a passenger endorsement is obtained, the applicant must submit a copy of the Authorization Form, a copy of the Department of Transportation Physical Examination form, the receipt from the fingerprint scan, and this Declaration (below) to a MVC Driver Testing Center.

2. Transporters for private schools not under the jurisdiction of the Department of Education, AND public transportation operators like buses and limousines (as of June 1, 2002): Follow the Fingerprint Process above. When the passenger endorsement is received, submit a copy of the Department of Transportation Physical Examination Form, the receipt from the fingerprint scan, and this Declaration (below) to a MVC Driver Testing Center.

DECLARATION:

I will ____ will not ____ (check one) be transporting school children under the Department of Education jurisdiction. (If you check "I will," you must follow procedure #1 (above). If you check "will not," you must follow Procedure #2 (above).

I have read the above information and understand that should the MVC Bus Application Unit (upon review of my driver history, criminal background check and physical/medical form) find that I am disqualified, the passenger endorsement will be subject to suspension.

PRINT NAME _____ SIGNATURE _____

DL# _____ DATE _____

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Motor Vehicle Commission

Trenton, New Jersey

STATEOFNEWJERSEY

TO ALL COMMERCIAL BUS AND LIMOUSINE DRIVERS (NOT FOR SCHOOL BUS DRIVERS)

The Motor Vehicle Commission has commenced a live fingerprint scanning initiative to streamline Criminal background checks required for commercial operators transporting passengers for hire. The successful completion of a criminal background check is a legal requirement as a condition for licensure. Therefore, as part of your application and issuance process, it is required that all potential applicants schedule an appointment with the states fingerprint vendor SAGEM MORPHO, INC.

To schedule an appointment you need to call the toll free number **1-877-503-5981** and make an appointment to have your fingerprints scanned at an established site. You may also schedule your appointment via the Internet at SAGEM MORPHO's web site at www.bioapplicant.com/nj. Please complete the applicant information on the back of this letter. Though certain information is already filled in, you will need to supply the requested information in blocks 1 thru 25 as well as your drivers license number in block 22 which will be used as your agency case number. Please have this form completed and present it along with the proper identification as noted on the back of this letter.

In addition when you schedule your appointment you will be asked to provide the following internal identification numbers.

ORIGINATING AGENCY REFERRAL NUMBER (ORI)	NJ920530Z
AGENCY CASE NUMBER	Your DL#
CATEGORY	MVS
DOCUMENT TYPE	RS 1
STATUTE	39:3-10.1 SPECIAL LICENSE PASSENGER FOR HIRE

After supplying this information you will be required to make a one time payment of \$54.00 to cover all required background checks and vendor fees. Only after payment is made will you be scheduled for an appointment at one of the electronic scan sites. Visa, Mastercard or money orders are acceptable forms of payment. **No cash or personal checks will be accepted.** If paying by credit card, you will receive you scheduled time and place for fingerprinting immediately. If paying by money order, your time and place will be scheduled only after Sagem Morpho, Inc receives your mailed in payment. Please make money orders out to SAGEM MORPHO, INC.

Please note school bus drivers are required to comply with fingerprint procedures and notices issued by the Department of Education. In addition fingerprint-scanning fees differ between School and Commercial Bus Operators. Failure to present the proper form or pay the appropriate fee would require the applicant to submit to an additional background check and another fee payment.

If you have any questions concerning this procedure, please contact the Motor Vehicle Commission at 609-292-7500.

Please bring this letter and photo identification with you when you appear to be fingerprinted at your scheduled time.

IMPORTANT: AT THE TIME OF FINGERPRINTING YOU WILL RECEIVE A RECEIPT FROM THE STATE VENDOR. PLEASE BRING THIS RECEIPT OR COPY THEREOF WITH YOU WHEN APPLYING FOR A CDL PASSENGER ENDORSEMENT.

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Applicant Information – READ THIS FORM CAREFULLY AND FOLLOW ALL INSTRUCTIONS TO COMPLETE THE FINGERPRINT PROCESS. YOU MUST PRESENT THIS FORM TO BE FINGERPRINTED. NO EXCEPTIONS ALLOWED. VARIATIONS OF THIS FORM WILL NOT BE ACCEPTED. UPON COMPLETION OF THE FINGERPRINTING PROCESS, A PCN NUMBER WILL BE RECORDED IN THE DESIGNATED BOX AND THIS FORM WILL SERVE AS CONFIRMATION OF FINGERPRINTING. VALID PHOTO IDENTIFICATION MUST BE PRESENTED AT THE TIME OF FINGERPRINTING AND MUST HAVE A VALID EXPIRATION DATE. EXPIRED NEW JERSEY PHOTO DRIVER LICENSE WILL BE ACCEPTED IN COMBINATION WITH CURRENT NON-PHOTO LICENSE. NO OTHER EXPIRED IDENTIFICATION WILL BE ACCEPTED. SEE BOX 26 FOR ID REQUIREMENTS.

For applicants who must pay their own fingerprinting fees, payment will be required at the time of scheduling for check and credit card payments. Your account will be charged at the time you schedule. A fee of \$14 is charged to cover the cost of a scheduled appointment for applicants who do not cancel by noon on the business day prior to your scheduled appointment (Saturday noon for Monday appointments). The \$14 fee also applies to applicants who are turned away from the printing sites due to their inability to present proper ID as defined below (26), or who fail to present Universal Fingerprint Form NJAPSI V 1.7 provided to you by your agency and required for printing (this form). State and Federal search fees will be refunded. State agencies are notified of no shows.

Appointment scheduling is available via the web at www.bioapplicant.com/nj 24 hours per day, 7 days per week. For applicants who do not have web access, appointments are available through the toll free call center at (877) 503-5981 on a first call, first served basis Monday through Friday, 8:00 AM to 5:00 AM and Saturday 8:00 AM to 12 noon. Hearing impaired scheduling is available at (800) 673-0353. English and Spanish operators are available through the Call Center.

Payment by money order at the site will be accepted for applicants scheduling via the call center only. Money order payment must be indicated at the time of scheduling. No other form of payment will be accepted at the fingerprinting site.

Your applicant ID number, date, time of appointment and payment confirmation will be confirmed by the call center. You must record this information in the appropriate blocks to the right while speaking with the operator. Your PCN number will be recorded when your fingerprinting has been completed. Retain this form as proof of fingerprinting. No receipts will be provided after the date of printing.

Date/Time of Appointment	Applicant Id Number
PNC	Payment Confirmation

(1) First Name		(2) Middle Initial		(3) Last Name	
(4) Daytime Telephone Number		(5) Social Security Number		(6) Date of Birth	(7) Height
					(8) Weight
(9) Maiden Name (if married female)			(10) Place of Birth (State for US Citizens - Country for all others)		(11) Country of Citizenship
(12) Home Address					
Address		City		State	Zip
(13) Gender (select one) Male Female Both		(14) Hair Color (indicate most predominant color, one only)		(15) Eye Color	(16) Race (select one) A Asian/Pacific Islander (Includes Asian Indian) B Black I American Indian/Alaska Native W White (Includes Hispanic/Spanish origin) U Unknown
(17) Occupation			(18) Employer Name and Address		
NOTE: Items 19-25 to be completed by employer or agency.					
(19) Statute Number			(20) Reason for Fingerprinting		
(21) Originating Agency Number (ORI#)			(22) Contributor's Case Number (Agency Unique Identifier) DL#		
(23) Category			(24) Document Type		
(26) ACCEPTABLE ID: ID MUST BE ISSUED BY FEDERAL, STATE, COUNTY OR MUNICIPAL ENTITY FOR IDENTIFICATION PURPOSES AND MUST INCLUDE PHOTO, NAME, ADDRESS (HOME/EMPLOYER) AND DATE OF BIRTH. EXAMPLES OF ACCEPTABLE IDENTIFICATION INCLUDE 1) PHOTO DRIVER'S LICENSE OR PHOTO ID ISSUED BY ANY STATE DMV OR NJMVC, 2) PASSPORT OR IMMIGRATION ID 3) FEDERAL, STATE, COUNTY OR MUNICIPAL EMPLOYMENT ID.			(25) Payment Information <div> <div> <div>Visa</div> <div>Master Card</div> <div>Money Order</div> <div>Certified Check</div> </div> <div>\$54.00</div> </div>		